

Attendance Policy

At The Language Training Co, we take attendance and punctuality seriously. Absence and lateness are disruptive not only to the student's own learning, but also to the other students in the class. Every student receives information regarding attendance, punctuality, and absence on the first day during induction.

If we think you have problems with either your attendance or punctuality, we will want to talk to you about it. This is done so that all our students are given the opportunity to make the most of their courses and have a fruitful stay in Bournemouth.

The system we use follows these stages:

1. **Verbal Warning** – once you reach 20% absence, we will speak to you to see what can be done to improve your attendance. Reception will be discussing this.
2. **First Written Warning** – if you miss more than 30% of your lessons, you will receive a letter explaining the consequences of further absences from our Director of studies.
3. **Second Written Warning** – if your attendance falls below 60%, the likelihood that you will achieve your goals is exceptionally low from our Director of studies.
4. **Expulsion** – if your attendance continues to fall despite the above warnings, you might lose your place on the course and the expulsion letter will be issued by the Principal/ Managing Director.

Of course, we prefer never to expel a student, and hope that the student's attendance or participation in class improves before that has to happen. We understand you have personal, family, and work obligations and we want to help you be successful, so if you are unable to attend your class, please **notify us as soon as possible**.

If you have a student visa

All students on a student study visa must attend **a minimum of 20 lessons per week**. Students who fail to do so will be given a warning which will be noted on their file, and those who receive 3 attendance warnings will be expelled and the relevant authorities informed. Please note that students on a study visa returning home need to provide us with a copy of their flight ticket home.

Absence requests

Students with a medical emergency or other unavoidable circumstances may submit an absence request with reception. Students on courses longer than 12 weeks may also request a holiday during their course. Except in case of emergency, all absence requests should be made at least **7 days in advance**.

Procedure

- Students should be in the classroom at the beginning of class. Teachers may not allow late students to join their classes and attendance will be marked as “L”. This means attendance will be affected by lateness and students might not get their certificates when they finish their courses.
- Teachers mark student attendance in the appropriate class register and reception checks them 15 minutes after the beginning of each lesson.
- **Under 18’s students are marked on the register in bold. It is the teachers’ job to ensure that under 18’s absences are recorded and reported to the DoS or Welfare Officer. The Dos/welfare officer will then contact the host family/guardian/group leader.**
- Authorised absences include:
 - Illness
 - Doctor’s, hospital or dentist’s appointments
 - Interviews
 - Training
 - Arranged holiday
 - Religious commitments**Justified absences are recorded on management system.**
- Each week the registers are checked by the DoS. Students that have unexplained or unauthorised absences will be contacted by either phone or email.
- Students who are consistently absent or late will be spoken to by their teacher in the first instance. If the behaviour continues, the DoS will follow up according to the system described above.
- If visa requirements are not met, visa students will be reported to the UKBA.
- No refunds are given for unauthorised absences/holidays or course cancellations (once the course has started).
- Students who achieve less than 80% attendance will not receive a Certificate of achievement.